

~~Proposed amendments to:~~

**Project ENVVEST  
Community Advisory Committee  
Bylaws**

**MISSION STATEMENT**

The mission of this Community Advisory Committee (CAC) is to provide a forum for communication between Puget Sound Naval Shipyard & Intermediate Maintenance Facility (PSNS & IMF), Washington State Department of Ecology (WSDOE), U.S. Environmental Protection Agency (EPA), and members of the community.

*-The CAC shall:*

- *Serve as a public forum for representatives of diverse community interests to present and discuss their ~~needs and~~ concerns related to the ENVVEST decision-making*
- *Act as a mechanism for all affected and interested parties in the community to have a voice and to actively participate in the ENVVEST process.*
- *A way for the ENVVEST Project to exchange information with members of the affected community*
- *Encourages CAC members to discuss project issues and activities among themselves.*
- *Provide service to the rest of the affected community by representing the community in decisions regarding the project and by relaying information from these discussions back to the rest of the community.*
- ~~These bylaws have been established to guide members and to maximize the effectiveness of the CAC. Membership and procedures must facilitate open and effective communication, and adapt to changing conditions. The purpose of the CAC is to p~~Provide informed recommendations and advice to PSNS & IMF, EPA and WSDOE, ~~to~~
- ~~p~~Promote community awareness, and ~~to~~ obtain constructive community review and comment on Project ENVVEST related issues.

*These bylaws have been established to guide members and to maximize the effectiveness of the CAC. Membership and procedures must facilitate open and effective communication, and adapt to changing conditions.*

**A. NAME.** This organization shall be known as the **Project ENVVEST Community Advisory Committee**

**B. AUTHORITY.** The Project ENVVEST Phase I Final Project Agreement (FPA) signed by PSNS & IMF, U. S. Environmental Protection Agency and Washington State Department of Ecology.

**C. ~~GENERAL~~ MEMBERSHIP AND DUTIES.** Membership of the CAC is expected to be diverse and balanced and reflect a wide variety of concerns and interests in the community. Through CAC member participation, the ENVVEST project ~~seeks~~ ~~consistent~~ seeks consistent involvement of a wide cross-section of the affected community. *The CAC is composed of two distinct levels of involvement. The public-at-large are members who show any interest in being informed and/or expressing opinions and viewpoints. This can be on an ongoing or intermittent basis. The second level of involvement consists of ~~are~~ those who wish to commit time and effort toward helping to guide the public participation and get involved in decision-making. This second level “core” group is the Executive Communication and Coordination Oversight (ECCO) Committee.*

- 1. ~~1. Public-At-Large: An~~ Voting members of the CAC should be representatives from federal, tribal, state, and local government organizations, private citizens, and community groups within the watershed of Sinclair and Dyes Inlets. ~~PSNS & IMF, WSDOE, and EPA are non-voting members.~~ y person who wishes to be informed and/or to provide input to the ENVVEST project may be public-at-large members. This includes anyone who attends a meeting, asks for information, or asks to be put on the mailing list. The public-at-large members are expected to provide constructive input, suggestions, and criticism. Attendance of CAC meetings is optional, but all members of the public are encouraged to participate and share their diverse viewpoints.*
- 2. ECCO Committee: The ECCO committee is made up of public-at-large members who wish to become more involved in the project and community involvement. The members give a commitment to be involved in the coordination of community involvement, the CAC decision-making, and communication to the public.*
  - a. All formal decisions issued by the CAC will be determined by an agreement of the ECCO Committee. The ECCO Committee will first strive to reach consensus, reserving voting as a secondary method for internal decision-making. When a controversy arises regarding procedural motions or other issues for which consensus cannot be reached, the CAC Chairperson(s) will call for a motion to vote. When made and seconded, and with a quorum of ECCO Committee members present for validity, a simple majority vote will determine the issue. A quorum is made up of the majority of ECCO Committee members. All positions on issues of concern will be noted along with the majority position and will be presented in the CAC meeting minutes.*
  - b. To become an ECCO Committee member, a written membership application shall be submitted to the ENVVEST Project Coordinating*

*Committee. This application will include basic contact information, affiliation (if applicable), and a signed statement of commitment.*

- c. ~~2.~~ Members are expected to participate in CAC meetings for a minimum of 2 years.

~~1. 3. Members will review and comment on documents and plans associated with~~

- ~~e.d.~~ Members will review and comment on documents and plans associated with ongoing Project ENVVEST activities.

- e. ~~4. CAC ECCO Committee~~ members are expected to attend all CAC meetings or send an alternate, if applicable. The alternate must represent the same group represented by the member. The alternate has the member's proxy.

- f. ~~5.~~ Members unable to continue to fully participate shall notify the ~~CAC~~ *Project Coordinating Committee* by contacting the Project ENVVEST POC at (360) 476-7111 or pao@psns.navy.mil.

- g. ~~6. One member will be permitted for e~~Each government or community organization *organization that wishes to participate in the ECCO Committee may only have one representative per organization. There is no restriction on the number of unaffiliated members* ~~At large members may be approved by the CAC.~~

- h. ~~7.~~ To facilitate the exchange of information and/or concerns between the community and the CAC, members are expected to report to the groups that they represent and serve as a conduit for information to and from the CAC.

~~h. 8. CAC members will serve without compensation. All expenses incident to travel and/or~~

- ~~h.i.~~ CAC members will serve without compensation. All expenses incident to travel and/or attendance at CAC meetings and related events, and for providing review and input on technical documents, shall be borne by the respective members or their organization.

- j. ~~9.~~ Applicants for ~~CAC ECCO Committee~~ membership may apply at any time; new applicants will always be considered.

- k. *ECCO Committee members who miss two or more CAC meetings without notification or proxy representation will be evaluated for conversion to public-at-large status. This evaluation will be by the Project Coordinating Committee, and will include contacting the member to determine if there is still intent to participate on the ECCO Committee.*

**D. CAC STRUCTURE.** CAC leadership is a joint responsibility.

1. ~~1.~~ The CAC will be led by a *Project* Coordinating Committee consisting of a representative from PSNS & IMF, WSDOE, EPA, and the Chairperson(s) elected by ~~the membership~~ the membership of the CAC.
2. ~~2.~~ The Chairperson(s) will be elected by the ~~CAC~~*ECCO Committee*. The *ECCO Committee*~~CAC~~ may choose to elect Co-chairs. A CAC Chair term will run for ~~1~~ 2 years. A Chair may serve more than one term, if elected by the *ECCO Committee*~~CAC~~ members.
3. ~~3.~~ The Chairperson(s) may be removed if it is determined that such person(s) is unable to perform required duties, is ineffective, or is detrimental to the CAC. Chairperson(s) removal is accomplished by a majority vote of the *ECCO Committee*~~CAC~~ members present at the meeting, and *ECCO Committee*~~CAC~~ members will select a new Chairperson(s).
4. Duties of the Chairperson(s) include but are not limited to:
  - a. ensuring membership participation in an open and constructive manner
  - b. ensuring that community issues and concerns related to Project ENVVEST are brought to the table;
  - c. coordinating and preparing the meeting agenda with the ~~CAC~~*Project* Coordinating Committee; and
  - d. assisting in the dissemination of information.
5. ~~5.~~ Duties *and responsibilities* of the ~~CAC~~*Project* Coordinating Committee include, but are not limited to:
  - a. ensuring adequate administrative support to the CAC;
  - b. developing and maintaining attendance records;
  - c. ensuring adequate creation, distribution, and retention of all pertinent documents;
  - d. ensuring that the ~~CAC~~*Project* Coordinating Committee considers and responds to comments made at CAC meetings;
  - e. providing relevant policies and guidance documents to enhance operation of the CAC;
  - f. referring questions and concerns regarding issues that are not part of Project ENVVEST, to the appropriate officials; and
  - g. publicizing all CAC meetings to the community.
  - h. Giving due consideration to CAC input*
6. ~~6.~~ The ~~CAC~~*Project* Coordinating Committee will work with the Chairperson(s) and the CAC members to establish a process for public review and comment on documents, plans, and other pertinent information. The ~~CAC~~*Project* Coordinating Committee will ensure that a process is in place so that advice and comments from individual CAC members are considered and responded to in a timely manner.

7. ~~7.~~ Committees may be formed in the CAC to facilitate participation, or to address specific issues or other items pertinent to the CAC. A committee may be formed and its members selected by a majority vote of the *ECCO Committee* ~~CAC~~ membership at the meeting the issue of committee is raised.

~~8. The CAC will first strive to reach consensus, reserving voting as a secondary method for internal decision making. When a controversy arises regarding procedural motions or other issues for which consensus cannot be reached, the CAC Chairperson(s) will call for a motion to vote. When made and seconded, and with a quorum of CAC members present for validity, a simple majority vote will determine the issue. A quorum is made up of the majority of CAC members in good standing. All positions on issues of concern will be noted along with the majority position and will be presented in the CAC meeting minutes.~~

- ~~8. 9. The frequency of the CAC meetings will be determined as events and issues dictate.~~

8. ~~Meetings will be held at locations convenient to the CAC membership.~~ *The frequency of the CAC meetings will be approximately every 4 months, with additional meetings as events and issues dictate. Meetings will be held at locations convenient to the CAC membership.*

9. ~~10.~~ CAC meeting notices and agendas will be mailed to CAC members a minimum of two weeks prior to the meeting.

10. ~~11.~~ Amendments to this document can be made as ~~allowed~~ *agreed to* by the ~~CAC~~ *Project Coordinating Committee and the ECCO Committee*.

11. ~~12. PSNS & IMF~~ *The Project Coordinating Committee* will maintain a file of final documents, member comments, and meeting minutes for future use. Such meeting minutes will be a joint responsibility of the ~~CAC~~ *Chairperson(s)* and the Coordinating Committee. *All documents and minutes will be available to the public via web site and by mail.*